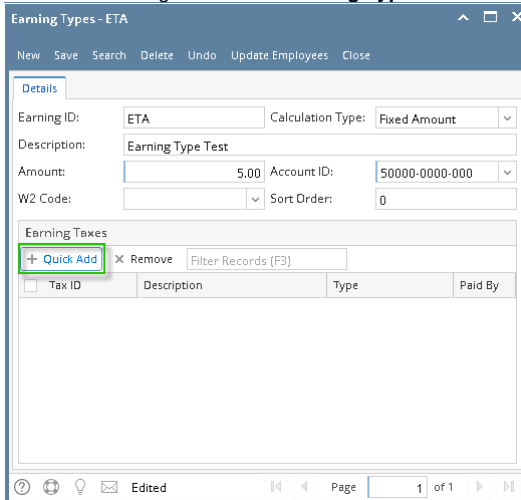


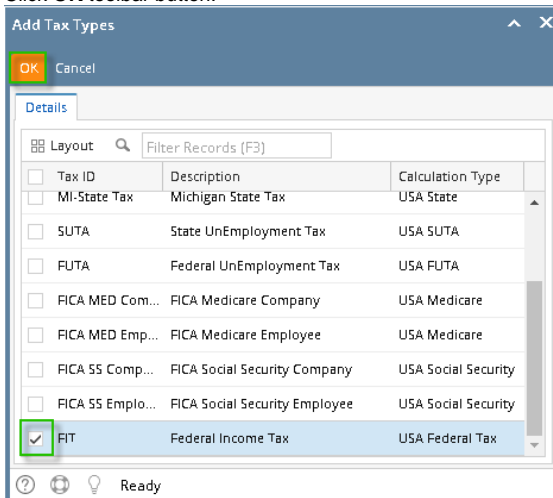
How to Add Earning Taxes

1. Click **Quick Add** grid icon from **Earning Types** screen.




The screenshot shows the 'Earning Types - ETA' window. The 'Details' tab is active. Fields include: Earning ID: ETA, Calculation Type: Fixed Amount, Description: Earning Type Test, Amount: 5.00, Account ID: 50000-0000-000, W2 Code: (empty), Sort Order: 0. Below these is the 'Earning Taxes' section, which contains a '+ Quick Add' button (highlighted with a green box), a 'Remove' button, and a 'Filter Records (F3)' input field. A table with columns 'Tax ID', 'Description', 'Type', and 'Paid By' is visible below. The status bar at the bottom shows 'Edited' and 'Page 1 of 1'.

2. Select taxes from **Add Tax Types** screen.
3. Click **OK** toolbar button.



The screenshot shows the 'Add Tax Types' window. The 'OK' button is highlighted with a green box. The 'Details' tab is active. A table with columns 'Tax ID', 'Description', and 'Calculation Type' is shown. The 'FIT' row is selected, and its checkbox is highlighted with a green box. The status bar at the bottom shows 'Ready'.

Tax ID	Description	Calculation Type
<input type="checkbox"/>	MI-State Tax	USA State
<input type="checkbox"/>	SUTA	USA SUTA
<input type="checkbox"/>	FUTA	USA FUTA
<input type="checkbox"/>	FICA MED Com...	USA Medicare
<input type="checkbox"/>	FICA MED Emp...	USA Medicare
<input type="checkbox"/>	FICA SS Comp...	USA Social Security
<input type="checkbox"/>	FICA SS Emplo...	USA Social Security
<input checked="" type="checkbox"/>	FIT	USA Federal Tax

 Check the topmost checkbox in the column left side of **Tax ID** column to select all records. Click the checkbox again to deselect all selected records.

4. Selected tax/es will appear on the grid.

 Selected earning tax/es will no longer appear on **Add Earning Tax** screen once added.

5. Click **Save** toolbar button.

Earning Types - ETA

New **Save** Search Delete Undo Update Employees Close

Details

Earning ID: ETA Calculation Type: Fixed Amount

Description: Earning Type Test

Amount: 5.00 Account ID: 50000-0000-000

W2 Code: Sort Order: 0

Earning Taxes

+ Quick Add X Remove Filter Records (F3)

Tax ID	Description	Type	Paid By
FIT	Federal Income Tax	USA Federal Tax	Employ...

Page 1 of 1

1. Click **Quick Add** grid icon from **Earning Types** screen.

Earning Types - ETA

New Save Search Delete Undo Update Employees Close

Details

Earning ID: ETA Calculation Type: Fixed Amount

Description: Earning Type Test

Amount: 5.00 Account ID: 50000-0000-000

W2 Code: Sort Order: 0

Earning Taxes

+ **Quick Add** X Remove Filter Records (F3)

Tax ID	Description	Type	Paid By
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Page 1 of 1

2. Select taxes from **Add Tax Types** screen.

3. Click **OK** toolbar button.

Add Tax Types

OK Cancel

Details

Layout Filter Records (F3)

Tax ID	Description	Calculation Type
MI-State Tax	Michigan State Tax	USA State
SUTA	State UnEmployment Tax	USA SUTA
FUTA	Federal UnEmployment Tax	USA FUTA
FICA MED Com...	FICA Medicare Company	USA Medicare
FICA MED Emp...	FICA Medicare Employee	USA Medicare
FICA SS Comp...	FICA Social Security Company	USA Social Security
FICA SS Emplo...	FICA Social Security Employee	USA Social Security
<input checked="" type="checkbox"/> FIT	Federal Income Tax	USA Federal Tax

Ready

i Check the topmost checkbox in the column left side of **Tax ID** column to select all records. Click the checkbox again to deselect all selected records.

4. Selected tax/es will appear on the grid.

i Selected earning tax/es will no longer appear on **Add Earning Tax** screen once added.

- Click **Save** toolbar button.

Earning Types - ETA

Toolbar: New, **Save**, Search, Delete, Undo, Update Employees, Close

Details:

Earning ID: ETA Calculation Type: Fixed Amount

Description: Earning Type Test

Amount: 5.00 Account ID: 50000-0000-000

W2 Code: Sort Order: 0

Earning Taxes

+ Quick Add X Remove Filter Records (F3)

Tax ID	Description	Type	Paid By
FIT	Federal Income Tax	USA Federal Tax	Employ...

Page 1 of 1

- In Earning Type screen, click the **Quick Add** grid button. Add Tax Types screen will be opened.

Earning Types - HOUR

Toolbar: New, Save, Search, Delete, Undo, Update Employees, Close

Earning ID: HOUR Calculation Type: Hourly Rate

Description: Hourly Pay

Amount: 50 Account ID: 60240-2001

W2 Code: Sort Order: 0

Earning Taxes

+ Quick Add X Remove Filter Records (F3)

Add Tax Types

OK Cancel

Layout Filter Records (F3)

Tax ID	Description	Calculation Type
FICA MED (C)	FICA Medicare Company	USA Medicare
FICA MED (E)	FICA Medicare Employee	USA Medicare
FICA SS (C)	FICA Social Security Company	USA Social Security
FICA SS (E)	FICA Social Security Employee	USA Social Security
FIT	Federal Income Tax	USA Federal Tax
FUTA	Federal UnEmployment Tax	USA FUTA
Indiana State Tax	Indiana State Tax	USA State

- Select the Tax ID on the list that will be withheld by clicking the checkbox on each Taxes or by clicking the checkbox on the column header then click the **OK** button.
- Click the **Save** button to save the changes made.

Earning Types - HOUR

Toolbar: New, Save, Search, Delete, Undo, Update Employees, Close

Earning ID: HOUR Calculation Type: Hourly Rate

Description: Hourly Pay

Amount: 50 Account ID: 60240-2001

W2 Code: Sort Order: 0

Earning Taxes

+ Quick Add X Remove Filter Records (F3)

Tax ID	Description	Type	Paid By
FICA MED (C)	FICA Medicare Company	USA Medicare	Company
FICA SS (C)	FICA Social Security Company	USA Social Security	Company
FUTA	Federal UnEmployment Tax	USA FUTA	Company
SUTA	State UnEmployment Tax	USA SUTA	Company
FICA MED (E)	FICA Medicare Employee	USA Medicare	Employee
FICA SS (E)	FICA Social Security Employee	USA Social Security	Employee
FIT	Federal Income Tax	USA Federal Tax	Employee

Page 1 of 1



If the Tax is already added on the list, it will not show up on the Add Tax Types screen when you click the Quick Add button.